Volume

1

STATE OF DELAWARE

Delaware Geospatial Data Exchange

User Manual

User Manual

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Browsing Data (for unregistered users)

Unregistered users of the Delaware Geospatial Data Exchange will have the ability to view a list of publicly available data as well as the associated metadata. These users will not have the ability to download data. Users who wish to download data are required to register for a user account through the State of Delaware's Identity Access Management (IAM) system.

To begin, use your internet browser to visit https://dataexchange.gis.delaware.gov. There is a link titled "click here to browse datasets without logging in". Click this link and it will take you to the dataset browsing screen.

You will be presented with a list of public datasets that are in the Geospatial Data Exchange.

For more information about a specific dataset, click the icon in the row for that dataset. This will bring you to the metadata viewing screen. For more information about viewing metadata, see the Metadata section.

If you would like to download, or upload datasets into the Geospatial Data Exchange please follow the instructions in the Creating an Account section on the next page.

Creating an account

To create an account to use to download and upload data in the Delaware Geospatial Data Exchange, please complete the following steps:

1. Create a user account with the State of Delaware's Identity Access Management application at https://selfregistration.delaware.gov/iamselfreg/SelfRegLogin.jsp
2. After you create an account, login to IAM and click on 'GIS' on the left side of the page in the 'Services Listing'.
3. Enter the name of the organization you are affiliated with (or 'Self'), and click on subscribe.
4. You will receive a confirmation message on the screen and via e-mail when your subscription is successful.

Once your ID is created and you are subscribed to the GIS Service, you will be authorized to login to the Geospatial Data Exchange and download public datasets. If you need additional privileges to upload or manage additional datasets, please contact your organization's data owner, or contact the Department of Technology and Information at DTI_GIS@state.de.us.

Go to https://dataexchange.gis.delaware.gov to login to the application.

Browsing/Downloading Data

All registered users have the ability to download data which is considered "public". Not all data in the system is designated as public for general distribution.
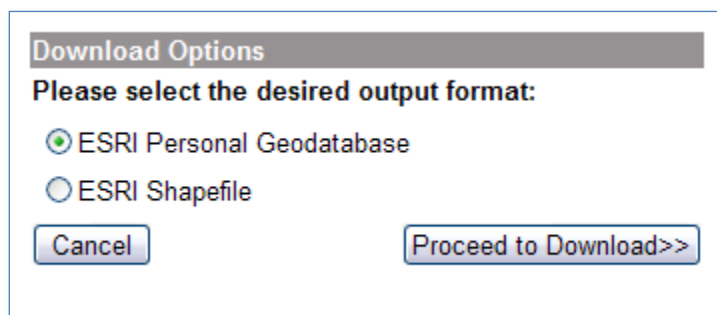
To begin, use your internet browser to visit https://dataexchange.gis.delaware.gov. Enter your user name and password and click "Log In".

You will be presented with a list of datasets that are in the Geospatial Data Exchange. For more information about a specific dataset, click the ⓘ icon in the row for that dataset. This will bring you to the metadata viewing screen. For more information about viewing metadata, see the Viewing Metadata section.

Note: Only datasets which the user has permissions to view will be visible. Some users will have more datasets available than others.
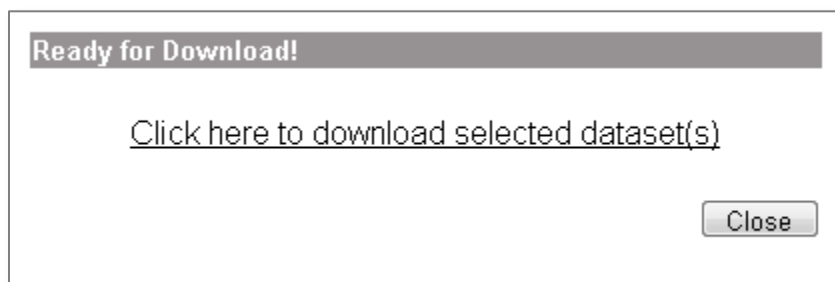
Downloading One File at a Time

In order to download the dataset directly, click on the 💾 icon in the same row of the dataset you want to download. For vector data, this will bring up a dialog which prompts you for a download type. You will not see this option for raster data and metadata files.

Select the data format you wish to download and press the download button. You can also use the cancel button to return to the" Datasets" page. The data will be prepared and you will be notified when it is ready to download. The download will be a zip file, which can be saved in any location you wish on your machine.

Downloading Multiple Files Together

In order to download more than one file at a time you can use the cart feature. Find the first dataset you would like to download and press the ⛟ icon. This will bring up the cart dialog.

Dataset Download Cart		
Name	Output Type	Remove
Boundary_Monuments_3	SHP ⌄	✗
Return to Datasets	Clear Cart	Proceed to Download >>

- The "Proceed to Download" button allows you to download all of the items in the cart.
- The "Clear Cart" Button removes all items from the cart.
- The "Return to Datasets" button goes back to the dataset list where you can add more items to the cart.
- In order to remove a single item from the cart, click the red "x" on the row for the dataset.
- In order to change the download type for a dataset, select a different type from the Output Type dropdown in the row for that dataset.

You can also bring up the download cart without adding a dataset by pressing the "View Download Cart" button on the Datasets page. Once the cart has all the items you wish to download, press the "Download" button inside the cart dialog. This will then prompt you to save a zip file with all of the datasets inside it.

Note: The total size of all data in the shopping card cannot exceed 2 GB.

Metadata

If the amount of information in the Datasets page is not sufficient, you can view the metadata for a specific dataset on the metadata page. To get to this page, go to the Datasets page and click the 🛈 icon for a specific dataset.

Once you are on the Metadata page you will be presented with the metadata document for that dataset.

Metadata - Boundary_Monuments_3

| Subscribe | Unsubscribe | Email Subscribed Users | Edit Metadata |

Your are subscribed to this dataset.

Stylesheet: FGDC Classic ▼

USGS Delaware Geographic Names

Metadata from the NOAA Metadata Manager's Repository (NMMR)

- Identification_Information
- Data_Quality_Information
- Spatial_Data_Organization_Information
- Spatial_Reference_Information
- Entity_and_Attribute_Information
- Distribution_Information
- Metadata_Reference_Information

Identification_Information:
    Citation:
        Citation_Information:
            Originator:U.S. Geological Survey
            Publication_Date:200203
            Title:
                USGS Delaware Geographic Names
            Geospatial_Data_Presentation_Form:vector digital data (ESRI shapefile)
            Publication_Information:
                Publisher:USGS
            Online_Linkage:ftp://ftpext.usgs.gov/pub/cr/mo/rolla/datamil/usgs_de_gnis_p.zip

There are multiple functions which can be performed on the Metadata page.

Note: Some of these functions are disabled based on permission levels. To request additional permissions use the "Email Us" link in the upper right corner of the page.

Viewing Metadata

There are a few options for viewing the metadata document. The default view is the standard FGDC display style; however it is possible to select a different display style. To change the display style, select a different style from the "Stylesheet" dropdown menu.

Stylesheet: FGDC Classic

Subscribing to data/metadata updates

The Geospatial Data Exchange has the ability for users to subscribe to a dataset and receive updates when anything about that dataset is changed, or if is deleted. To subscribe to information about a dataset, simply click the subscribe button. Updates will be sent to the email address tied to your Data Exchange account.

Subscribe

Note: To change the email address associated with the account use the *IAM account management system* ***to change your contact information.***

Unsubscribing to data/metadata updates

To unsubscribe to updates and stop receiving update emails, simply press the "Unsubscribe" button on the metadata page for that dataset.

UnSubscribe

Email Subscribed Users

A data owner or administrator can send emails to all subscribers using the "Email Subscribed Users" button. After clicking the button, enter the subject and message in the popup window and click send.
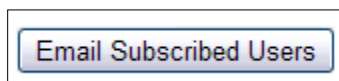
Email Subscribed Users

Edit Metadata

Data owners and administrators can edit the metadata for a dataset using the web interface. Start by clicking the "Edit Metadata" button. This will open the edit metadata page.
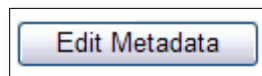
This page is a form which allows editing some of the values. Once these values are changed, click the "Update" button on the bottom of the page to save your changes.
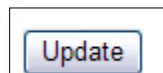
Note: The dataset will be re-processed after updating the metadata. This can be a lengthy process depending on the size of the dataset.

Click the 'Back to Metadata' link to return to the main metadata page without saving any changes.

Metadata Tags

The following metadata tags are required for each dataset. The required fields are based on the State of Delaware's Geospatial Metadata Standard.

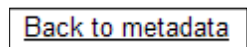| Attribute	Tag
Purpose	/metadata/idinfo/descript/purpose
Abstract	/metadata/idinfo/descript/abstract
Access Constraints	/metadata/idinfo/accconst
Use Constraints	/metadata/idinfo/useconst
Data Contact Group **-Or- Person**	/metadata/idinfo/ptcontac/cntinfo/cntorgp/cntorg /metadata/idinfo/ptcontac/cntinfo/cntperp/cntorg
Data Contact Phone	/metadata/idinfo/ptcontac/cntinfo/cntvoice
Data Contact Email	/metadata/idinfo/ptcontac/cntinfo/cntemail
Title	/metadata/idinfo/citation/citeinfo/title
Originator(s)	/metadata/idinfo/citation/citeinfo/origin
Publication Date	/metadata/idinfo/citation/citeinfo/pubdate
Time Period Range **-Or- Single Calendar Date**	/metadata/idinfo/timeperd/timeinfo/rngdates/begdate /metadata/idinfo/timeperd/timeinfo/sngdate/caldate
Progress	/metadata/idinfo/status/progress
Update Frequency	/metadata/idinfo/status/update
Bounding Coordinates West	/metadata/idinfo/spdom/bounding/westbc
Bounding Coordinates East	/metadata/idinfo/spdom/bounding/eastbc
Bounding Coordinates North	/metadata/idinfo/spdom/bounding/northbc
Bounding Coordinates South	/metadata/idinfo/spdom/bounding/southbc
Theme Keyword	/metadata/idinfo/keywords/theme/themekey
Theme Thesaurus	/metadata/idinfo/keywords/theme/themekt

Attribute	Tag
Place Keyword	/metadata/idinfo/keywords/place/placekey
Place Thesaurus	/metadata/idinfo/keywords/place/placekt
Resource Description	/metadata/distinfo/resdesc
Distribution Contact Group **-Or- Person**	/metadata/distinfo/distrib/cntinfo/cntorgp/cntorg /metadata/distinfo/distrib/cntinfo/cntperp/cntorg
Distribution Contact Phone	/metadata/distinfo/distrib/cntinfo/cntvoice
Distribution Contact Email	/metadata/distinfo/distrib/cntinfo/cntemail

Uploading Data

The Data Exchange gives users with the proper permissions the ability to upload a dataset. Uploads are limited to 3 types:

- Vector data in Shapefile or Personal Geodatabase format

- An .xml metadata file

- Raster data

    o Jpg

    o Jpeg

    o Jp2

    o Sid

    o Tif

    o Tiff

    o Bmp

Note: To request more permissions, use the "Email Us" link at the top right corner of every page.

Uploads must be zipped in a standard.zip file (with legacy compression in some zip programs). They also must include FGDC compliant metadata, including the metadata tags listed in this document. For raster, metadata, and shapefiles this metadata is an xml file in the zip archive. For personal geodatabases the metadata is included in the database.

Once the data is zipped and the metadata is properly prepared, go to the "Data Upload" page using the navigation on the left of the application. A Dataset name and Description must be entered in the proper form items. If replacing an existing dataset, check the checkbox to replace an existing dataset and use the same dataset name. This will alert all subscribed users and replace the existing dataset.

A Dataset Owning Group is required. You will be able to select from any group or groups that you are a member of.

Dataset Owning Group: -Select-   ⌄ *

Selecting any of the other available groups will allow members of those groups to view and download the data. If you do not select "Public", then only the members of the selected groups will be able to see the data.

Groups this Dataset will be available to:

☐ DDA-Forest Service ☐ DelDOT   ☐ DelDTI   ☐ DGS
☐ DHCA   ☐ DHSS   ☐ DNREC   ☐ DSHS
☐ DTI   ☑ Kent County   ☐ New Castle County ☐ Public
☐ State Planning   ☐ Sussex County

In order to share the data with the general public, the "Public" group must be selected. Selecting "Public" will allow all unregistered users to view the metadata and see the data in the dataset list.

Request for Accessing Data

Public user requesting access to data

Public users, who don't belong to any groups who would like to request access to certain datasets, will be required to send a request to the Geospatial Data Exchange's general email account DTI_GIS@state.de.us, or contact any of the Data Owners from the Data Owner Contact list. In order for the Administrator or the Data Owners to process the request, the user should include the dataset name, their IAM login name, organization, and description of the purpose of using the data in the request email.

After the request is received by the Geospatial Data Exchange Administrator or the Data Owner, the request will be processed based on the information provided by the user.

Access to data is subject to approval by the Data Owner and the user will be notified if the Data Owner declines the request.

If the Data Owner approves the request to grant access to the datasets owned by the group, the Administrator will add the user to the appropriate group. The Data Owner also has the option of loading a copy of datasets that may have fewer features or attributes and select share to "Public" for the public user to view.

Modify Dataset Sharing group

Data Owners can request changes to the groups for each dataset from the Geospatial Data Exchange Administrator. In order for the Administrator to process the change request properly, please include the name of the dataset, owning user, current owning group, and new target group name(s).

Data owner contact information

Contact	Organization	Email	Phone Number
Kim Cloud	Administrator	Kim.cloud@state.de.us	(302)739-9611
Deborah Sullivan	Department of Natural Resources and Environmental Control (DNREC)	Deborah.Sullivan@state.de.us	
Michael Townshend	Department of Natural Resources and Environmental Control (DNREC)	Michael.Townshend@state.de.us	
Matt Laick	Department of Homeland Security	Matthew.Laick@state.de.us	
Mary Harper	Division of Historic and Cultural Affairs	Mary.Harper@state.de.us	
Danielle Lamborn	Kent County	Danielle.Lamborn@co.kent.de.us	
William Schenck	Delaware Geological Survey (DGS)	rockman@udel.edu	
Miriam Pomilio	Office of State Planning	Miriam.pomilio@state.de.us	
Glenn Gladders	Delaware Department of Agriculture, Forest Service	Glenn.gladders@state.de.us	
Megan Nehrbas	Sussex County	mnehrbas@sussexcountyde.gov	
Patrick Susi	New Castle County	pwsusi@co.new-castle.de.us	

Troubleshooting

User Credentials

I try to login and nothing happens
- Check your credentials by logging into IAM. Confirm that you are subscribed to the GIS Service.
- Your password may be incorrect, please use the password recovery function in IAM.

I'm using the correct password, but still not able to login.
- It is possible that your password expired, please use the password recovery function in IAM.

I don't remember my password or my security questions and can't recover my password.
- Contact the DTI Service Desk (302-739-9560) and request a password reset for your IAM account.

Download Issues

I need a dataset that I know is in the Data Exchange but don't see it in the list.
- You may not have permissions to the group that owns the data. Send an e-mail to the Data Exchange Administrator, DTI_GIS@state.de.us, or the Data Owner.

Upload Issues

Getting an error uploading
- Confirm data is in a zip file, with only one item.

Getting an error that metadata tags are missing
- Confirm that the required metadata fields are complete.

I'm using ArcGIS 10 or above and having trouble completing FGDC style metadata
- Use the esri FGDC metadata add-on tool to use the traditional FGDC metadata input screens.

My Geodatabase won't upload
- Confirm there is only one feature class in the geodatabase.
- Only personal geodatabases can be uploaded at this time.

My data has been uploading for a very long time and still shows it is in progress.
- Large datasets such as Lidar or large Rasters can take several hours to complete. If your upload appears to be stuck after one day, contact the Geospatial Data Exchange Administrator, DTI_GIS@state.de.us

Data management

I need to update the groups that I am sharing my data with.
- Contact the Geospatial Data Exchange Administrator at DTI_GIS@state.de.us

The Data owner is no longer employed with our organization.
- Contact the Geospatial Data Exchange Administrator at DTI_GIS@state.de.us to change the Data Owner for the group and transition data to the new owner.

Reference Information

Data Exchange Home Page
https://dataexchange.gis.delaware.gov/.

Delaware Metadata Standard
http://stateplanning.delaware.gov/dgdc/delaware_geospatial_metadata_standard.pdf

Esri FGDC Metadata Add-On
http://blogs.esri.com/esri/arcgis/2010/06/25/fgdc-metadata-editor-for-arcgis-10/

IAM Self Registration – for creating accounts, recovering passwords, changing e-mail & contact information.
https://selfregistration.delaware.gov/iamselfreg/SelfRegLogin.jsp